



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



VICTORIA F. SHEEHAN
COMMISSIONER

WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

DRAFT Minutes
State of New Hampshire
Scenic & Cultural Byways Council

Wednesday, June 13, 2018

Horseshoe Pond Place Community Resource Center
Central NH Regional Planning Commission
28 Commercial Street
Concord, NH

MEMBERS IN ATTENDANCE

Name	Representing
Rep. Suzanne Smith	NH House of Representative
Michael Tardiff	Regional Planning Commissions
Christina St. Louis	Division of Historic Resources
Jayne O'Connor	Outdoor Advertising Assoc. of NH
Amy Bassett	NH Department of Resources & Economic Development
Brenda Clemons	Highway construction industry

ABSENT MEMBERS

Name	Representing
Ken Allen	Forests and Lands
William Watson	NH Dept. of Transportation
Donna Keeley	NH Utilities

OTHERS IN ATTENDANCE

Adam Hlasny (Southern NH Planning Commission); Katie Nelson (Central NHRPC); and Susan Slack (Lakes Region Planning Commission)

NHDOT STAFF Lucy St. John

Call to Order

Chair Mike Tardiff called the meeting to order at 1:15 p.m. and noted that a quorum of the appointed Council was in attendance.

Introductions

Members and attendees introduced themselves.

Review & approval of November 9, 2017 draft meeting minutes

Chair Tardiff asked if there were any comments or corrections to the draft minutes.

*Rep. Smith motioned to approve the Nov 9, 2017 minutes as presented. Brenda Clemons seconded the motion. Motion carried **unanimously**.*

NH Scenic & Cultural Byways Program Manager Updates

Lucy St. John reviewed the program manager's update report dated June 13, 2018. Chair Tardiff suggested that further discussion on the Marketing Committee be discussed later under other business.

Updates from the Regional Planning Commissions

North Country Council:

- Ms. St. John noted that NCC staff could not be in attendance. She distributed a letter received June 12, 2018 from Alex Belensz, North Country Council which provided an update on proposed new designations to the Presidential Range Trail and the Woodlands Heritage Trail which will be discussed at the November 2018 meeting. No action taken.
- The Council then reviewed the three letters dated May 15, 2018 submitted by North Country Council regarding de-designations on the Moose Path Trail, Presidential Range Trail and River Heritage Trail. Mike Tardiff noted that the letters explain why the de-designation requests are being presented, including specific mention of implementation of the recommendations for each of the respective Corridor Management Plan (CMP). Jayne O'Connor expressed concern about the de-designations specifically from a tourist promotion point of view. Her concerns were about coordinating signage when going from one scenic byway to another scenic byway; scenic byways routes should be a loop, rather than dead-end or just extending into another scenic byway; and that having scenic byway route overlap isn't really an issue. Staff noted that the letters discuss that the routes along the proposed for de-designation are part of other existing byways. Katie Nelson commented that they received calls and request about scenic byways regularly and they recently had an inquiry from a woman in Washington State.
 - Motion by Christine St. Louis to approve the de-designations for the three scenic byways as was presented. Motion seconded by Suzanne Smith. Chair Tardiff called for a vote on the motion- voting in favor- Rep. Suzanne Smith, Brenda Clemons, Amy Bassett, Mike Tardiff and Christine St. Louis; voting against the motion Jayne O'Connor. **Motion approved as presented.**

Strafford Regional Planning Commission: Ms. St. John noted that Strafford Regional Planning Commission (SRPC) has requested to be included on the agenda to discuss the Branch River Scenic Byway. She provided a brief update as SRPC was not in attendance nothing that they may be submitting a nomination application for the fall meeting.

Marketing Committee: The Marketing Committee update was provided by Katie Nelson and Adam Hlasny. A one- page handout was distributed regarding the Marketing Committee. They noted the positive response they received about their May event which included the presentation by Janet Kennedy of Update New York's Lakes to Lock Passage. The Marketing Committee will be meeting again next week to continue their discussions on several topics related to marketing the various scenic byways.

Discussion on the amending the Rules of Procedure (ROP):

Staff explained that draft language regarding amending the ROP to allow the formation of subcommittee was distributed with the meeting materials and will be discussed today in response to the Nov 9, 2017 meeting discussion. The Council then reviewed each of the items (a-l), offering comments.

- a) A Subcommittee of the NH Scenic Byways Council may be formed after an affirmative vote of a quorum of the Council at a regular meeting of the Council. Said Subcommittee shall be for a specific purpose (defined when a Subcommittee is established) and for a specific period of time (for example May 2018- May 2019) as defined by the Council. Comments: Suggest including a two-year time period and revisit it an extension is needed. Meetings would be subject to the Right-to-Know, RSA 91A. Leave in the "for example but change the date for example June 2018-June 2020).
- b) Any Subcommittee formed shall have a Chair and an Acting Chair, the Acting Chair shall serve should the Chair not be able to attend or participate in a meeting. The Subcommittee may (shall) include at least one NHSBC member or their duly appointed representative. Comments: Remove the word shall, may is ok.
- c) A list of persons and the agencies/organizations they represent shall be submitted to the Council for consideration, in the formulation of any Subcommittee. Only the Regional Planning Commissions, local Scenic Byways entities or member of the Council may make a recommendation to the Council for a particular Subcommittee to be formed. Council members may attend any Subcommittee meeting if desired as non-participants. Comments: End the last sentence, with if desired, take out the words "as non-participants".
- d) The Subcommittee shall include at least three persons but not more than nine persons. A quorum of at Subcommittee shall be present to conduct any discussion or business of the Subcommittee. Comments: Correct sentence to read- A quorum of the subcommittee (remove the word "at"). Question what constituted a quorum, discussion a majority.
- e) The Chair of the Subcommittee is responsible for preparing the agenda for the meetings. Notice of any Subcommittee meeting shall be provided NHDOT Scenic Byways State Coordinator and the Chair of the NHSCB Council at least ten (10) calendar days prior to any Subcommittee meeting via email or other written notification. Said agenda may be posted on the RPC and NHDOT websites.

Comments: Discussed that notices should be posted at least at two locations. Rep. Smith commented she went to the General Court website and the information on it regarding scenic byways is not up to date. She noted that it wasn't easy to find the information, but some old information is there regarding scenic byways. Staff noted she wasn't aware of that the General Court website included scenic byways information, and they it would be their responsibility to maintain their website.

- f) The Chair of said Subcommittee shall report back to the Council at the next regularly scheduled meeting of the Council. Comments: No comments.
- g) The Subcommittee may only act to recommend items to the Council, and no financial or policy decisions may be made on behalf of the Council. Comments: No comments.
- h) Subcommittee draft meeting notes shall be submitted to the State Coordinator within five (5) business days of any Subcommittee meeting. The State Coordinator shall then distribute the draft Subcommittee meeting notes to the full Council within twenty (20) business days. Comments: Question on who would approve any of the subcommittee meeting notes. The subcommittee would approve their meeting notes, not the Council.
- i) The Council may allow, at the Chair's discretion participation by any Subcommittee committee member at the regular meeting of the Council. Comments: No comments.
- j) The Council must receive the vote of a quorum of the Council should the Subcommittee request any action be taken by the Council. Comments: This is not necessary, item (j) to be removed.
- k) The Chair of the Council, at any time during the meeting in which any Subcommittee is involved in a discussion may limit the discussion as the agenda may allow, or at the discretion of the Chair. Comments: No comments.
- l) Others person that attend a Subcommittee meeting may participate at the discretion of the Chair or Vice Chair of the Subcommittee, such participation may be limited to a specific amount of time. Comments: Remove it (l).

Staff will revise the draft language per the comments, and this will be included on the November meeting agenda for discussion. Staff noted that any changes to the ROP would require review by the Attorney's General office, per input received from William Rose, NHDOT.

Other Business

Membership on the Council: Jayne O'Connor noted that the membership on the Council should be addressed, as many of the position are not filled and that a letter should be sent asking for appointments for the various membership categories (those appointed by the Governor, Director of OEP, Senate President, and others). She also suggest that the ROP be revised to reflect the new names of the various state agency identified in Section 3.1 of the Rules of Procedure including for example: the Office of Energy and Planning, which is now the Office of Strategic Initiatives, the Department of Resources and Economic Development, and other names may need to be updated.

Next Meeting Date: Discussion on the November meeting date, all agreed that Wednesday November 14, 2018 would be a good date starting at 1 pm. Mike Tardiff offered to host it again.

Adjourn

Motion by Mike Tardiff to adjourn. The motion was seconded by Jayne O'Connor. The motion carried **unanimously**.

Meeting adjourned at 2:09 PM.